

# RESUME



## VISHNUPRIYA U

### CONTACT

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Chandravilasam,  
Kumbalam PO  
Cochin Pin: 682506

DOB: 04-04-1995  
Sex: Female  
Marital Status: Married  
Language: Malayalam, English

### EDUCATIONAL QUALIFICATION

- **BSC IT – 2012-2015**  
Siena College of Professional Studies, Edakochi
- **Plus Two – 2012**  
NSS HSS Thrichattukulam
- **SSLC – 2010**  
RPMHS School, Kumbalam
- **Office Secretary/ PRO Training Course – 2012**
- **Accounting with Tally.ERP 9 2016**

### SKILLS

Drawing  
  
Good Typing Speed  
  
MS Office

### WORK EXPERIENCE

#### Senior Marketing Executive cum Administrative Executive BR White Gold International Pvt Ltd, Edappally

2020-Present

- Handling Calls
- Transfer calls to each branch
- Verification of customers
- Maintain attendance details and keep records
- Customer support handling

#### Technical Support

Horizon Technology Solutions, Kadavanthra

2017-2020

- Software installation
- Provide software training for customers
- Customer support handling
- Create customized print format

#### HR Associate

Nyeste Venture Technologies Pvt Ltd, Vazhakkala, Kakkanad

2016-2017

- Maintain attendance details
- Handling calls
- Keep student's details

#### Customer care executive cum Back office staff

Sreedhareeyam Ayurvedic Eye Hospital, Kaloor

2015-2016

- Customer Support Handling
- Maintain Attendance Details
- Keep records

### DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge.

Vishnupriya U

